

**NOTICE INVITING TENDER**

**TENDER FOR INSTALLATION OF PUBLIC ADDRESS SYSTEM ON HIRE  
BASISIN HALL NOS. 1 - 7, 12,12A, 14, 18, LAL CHOWK THEATRE AND OTHER  
PLACES OF ITPO AS PER REQUIREMENT FOR NEW DELHI WORLD BOOK  
FAIR TO BE HELD FROM 4-10 FEBRUARY 2013  
AT PRAGATI MAIDAN, NEW DELHI**

1. National Book Trust, India, an apex body under Ministry of Human Resource Development, Government of India, desires to call sealed tenders/bids for Installation of Public Address System on hire basis for the New Delhi World Book Fair- 2013 to be held from 4-10 February 2012 at Pragati Maidan, New Delhi.
2. Sealed tenders/ bids are hereby invited for installation of Public Address system in Hall nos. 1-7, 12,12A, 14, 18, Lal Chowk Theatre and other places of ITPO as per requirements and as per specifications given in the proforma at **Annexure**.
3. The tenders will be received till 21.12.2012 till 5:00 p.m. in the office of Deputy Director (Exhibition), NBT, India or can be dropped in the tender box placed at the Reception of the Trust.
4. **Schedule of Tender.** Tender schedule is as under:

<b>Sl. No</b>	<b>Tender Schedule</b>	<b>Date and time</b>
1	Date of Issue of Tender Form	30.11.2012 to 21.12.2012 (Up to 4:00 p.m.)
2	Date of submission of Tender Form	21.12.2012 till 5:00 p.m.
3	Date of opening of Technical Bid	24.12.2012 at 11:00 a.m.
4	Date of opening of Financial Bid	25.12.2012 at 11.00 a.m.
	Earnest Money	Rs.20,000

5. The contractor should quote in figures as well as in the words the rates and amount tendered by them in the price schedule. The amount for each item should be quoted and the requisite totals should also be given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. except service Tax which shall be paid at rates applicable from time to time as per applicable Act. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule. If there is any discrepancy in rates between words and figure, the least amount will prevail.

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**Earnest Money**

6. Tenderers shall be required to deposit Rs.20,000 as Earnest Money (refundable) in the form of a demand draft drawn in favour of **National Book Trust, India**, payable at Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily.
- 6.1. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof after acceptance of tender. In case the Tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of earnest money will be forfeited to the Government.
- 6.2. No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or security deposit.
7. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
8. The acceptance of a tender will rest with the Competent Authority of NBT, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons whatsoever. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
9. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
10. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
11. Tenders shall remain open for acceptance for a period of four months. If the Tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to NBT or the contract is not executed within three days from the date of letter of acceptance or the work is not commenced on the stipulated date and time as per the work order then the NBT without prejudice to any other right or remedy, will be at liberty to forfeit the earnest money.
12. The items given in the scope of work are approximate. Requirement may increase or decrease as per decision of Competent Authority of NBT, India.

Yours faithfully,

**DEPUTY DIRECTOR (EXHIBITION)  
NATIONAL BOOK TRUST, INDIA**

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**GENERAL TERMS AND CONDITIONS****Parties**

1. The parties to the contract are the contractor (the Tenderer to whom the work have been awarded) and the NBT through the Director.

**Address**

2. For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

**Contractor**

3. The term contractor shall mean Company, firm or the party to whom the Contract is awarded and his/ their heirs, legal representative, assigns and successors.

**Parameters Of Work**

4. The parameters of work shall mean work as specified and forming part of this contract.

**Tenders**

5. The tender shall be submitted on the prescribed tender form (**Annexure**).
- 5.1. The entire set of tender paper issued to the Tenderer should be submitted and also signed on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender papers by the Tenderer. All corrections are to be initialed.
- 5.2. The NBT will award the contract to the Tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be qualified to perform the contract satisfactorily. A Tender determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the Tenderer by correction of non-conformity.
- 5.3. The Tenderers should fill the rates both in figures as well as in words. The tender form may be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. If there is a discrepancy in rates between words and figures, the least amount will prevail.

- 5.4. If the cover of the tender is not sealed and marked, the NBT will assume no responsibility for the tender's misplacement or premature opening.
- 5.5. The Tenderer shall bear all costs associated with the preparation of his tender including cost of preparation for the purposes of clarification of the tender, if so desired by the NBT. The NBT, in no case, will be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
- 5.6. The quantities mentioned in the schedule may be increased or reduced at the discretion of the NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
- 5.7. The Tenderer shall note that his tender shall remain open for consideration for a period of 4 months from the date of opening of the tender.
- 5.8. The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting tenders.

#### **Signing of Tender**

6. Individual signing the tender or other documents connected with contract must specify whether he signs as:
  - (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
  - Or
  - (b) A partner of the firm, should it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - Or
  - (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

#### **N.B.**

1. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
2. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

3. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry, it appears that the person so signing had no authority to do so, the Director, NBT without prejudice, may cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
4. The Tenderer should sign and affix his/her firm's stamp at each page of the tender and also at all its Annexure as the acceptance of the offer made by the Tenderer which will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING TENDER.**
5. Any correction, mutilation or overwriting in figures of rates should be supported by your signature; otherwise the quotation may not be considered.
6. The NBT will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

**Tenders placed in sealed covers (in two envelopes duly marked as TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II) marked on top as "Tender for Installation of Public Address System on hire basis for "New Delhi World Book Fair, 2013 for NBT" and the name of the applicant.**

Note :

- The inner envelopes shall also indicate the name and address of the applicant
- If the outer envelope is not sealed or marked as prescribed above, the proposal will be rejected summarily

### **Opening Of Tender**

7. The NBT will open the tenders in the presence of the Tenderer or his authorised representative, who may choose to attend at the following location:

National Book Trust, India  
Nehru Bhawan, 5, Institutional Area  
Vasant Kunj Phase-II, New Delhi-110070

- 7.1. The Tenderer is at liberty either himself or authorize not more than one representative to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the Tenderer and proof of his identification.

- 7.2. **SEALED TENDERS, SUPERSCRIBED "NDWBF, 2013 : TENDER FOR INSTALLATION OF PUBLIC ADDRESS SYSTEM ON HIRE BASIS" AND ADDRESSED TO THE DIRECTOR, NATIONAL BOOK TRUST, INDIA, SHALL BE ACCEPTED IN THE OFFICE OF THE NATIONAL BOOK TRUST, INDIA, NEHRU BHAWAN, 5, INSTITUTIONAL AREA, VASANT KUNJ PHASE-II, NEW DELHI-110070 TILL 5:00 P.M. ON 30.12.2012 AND TECHNICAL & FINANCIAL BIDS SHALL BE OPENED AT 11.00 A.M. ON 24.12.2012 AND 25.12.2012, RESPECTIVELY.**

### **Award of Tender**

8. NBT will have discretion to award the contract to more than one contractor. In such a condition, other bidders shall work at the lowest accepted rate.
- 8.1. When deemed necessary, the NBT may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderer to change or cause any change in the price quoted. The NBT may, if so desired, ask the Tenderer to give presentation for the purpose of clarification of the tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the Tenderer.

### **Criterion for Evaluation of Tenders**

9. The NBT will examine the Tenders to determine whether - they are complete, any computational errors have been made, the documents have been properly signed, and the Tenders are generally in order.
- 9.1. The evaluation of all responsive tender will be made first on the basis of information furnished in the tender. It must be kept in view that no decision will be given by the tender Evaluation Committee. Any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view and the Trust will not be responsible and will not abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed.

### **Validity Of Bids**

10. The bids shall be valid for a period of four months from the date of opening of the tenders.

### **Right Of Acceptance**

11. NBT reserves the right to accept or reject any or all tenders/quotations, and to annul the tender process without assigning any reason whatsoever and also does not bind itself to accept the lowest quotation or any tender for that matter. NBT has the right to discharge any or all of the tenders of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reasons and incurring any liability to the affected Tenderer or Tenderers on the grounds for NBT's action.

- 11.1. The NBT may waive off any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Tenderers.
- 11.2. Any failure on the part of the contractor to observe the prescribed procedure and any attempt will prejudice to the contractor's interest and his tender will be rejected forthwith. NBT also has the right to relax any condition of the tender before/after opening of tenders. The decision of the NBT in this regard will, however, be final.
- 11.3. Representatives of the NBT shall have the authority to inspect the office(s)/facilities with the contractor before award of the contract.

### **Communication Of Acceptance/Right Of Acceptance**

12. Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit, if any, will be communicated.

### **Performance Security**

13. Before award of the contract, the successful Tenderer will be required to deposit as Performance Security amount (refundable) for a sum equivalent to 10% of the value of the contract, after adjusting Earnest Money Deposit in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at Delhi. The Security Money deposited by the successful Tenderer will be retained till completion of the Fair and till payments in full and final settlement of claims are made.

### **Payment**

14. 40% payment on the billed amount may be made before closing of the Fair, subject to a physical verification and satisfactory report by the officers of the NBT. The amount of 40% payment may be curtailed /stopped entirely if any negative report is received from the Physical Verification Committee. The remaining 60% payment shall be made at the Headquarters along with EMD and security **without any interest** on completion of Book Fair, if the work of the contractor is upto expectation of the NBT.

### **Force Majeure**

15. Neither party shall be at default, if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, civil commotion, strikes, acts of terrorism, labour disputes and government or public authority's demands or requirements.

**Insolvency etc.**

16. In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified the NBT shall have the power to terminate the contract without prior notice.

**Breach Of Terms And Conditions**

17. In case of breach of any of terms and conditions mentioned above, the Competent authority will have the right to cancel the work order/job without assigning any reason thereto and nothing will be payable by this Department in that event and the performance security deposit including EMD shall also stand forfeited.

**Subletting Of Work**

18. The firm shall not assign or sublet the work/job to any other person or party. In case of subletting, the performance security and EMD amounts shall stand forfeited and such contractor can also be blacklisted for future tendering of the Trust.

**Arbitration**

19. If any difference arises concerning this Agreement, its interpretation or the payment to be made thereunder, the matter shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed there under and in force shall be applicable to such proceedings. Any unresolved disputes would be subjected to the jurisdiction of Delhi courts only. However, any unresolved disputes would be subjected to the jurisdiction of Delhi courts only.

**Legal Jurisdiction**

20. The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.



**CONDITIONS SPECIFIC TO THE CONTRACT**

1. The contractor shall, at his own cost, set up an office, near the NBT's office at the fair site to be manned round the clock from 1 to 11 February 2013 and with the facility of a telephone, detail of which should be available with the NBT office.
2. Each tender should be accompanied by documentary evidence of:
  - (a) the tenderer being a registered/approved government contractor ;
  - (b) his having done work of a similar magnitude; and
  - (c) his having filed his income-tax returns during the last three years.
3. The successful contractor would be handed over the site for installation of PA System by **1 February 2013** and he should start the work immediately and complete the same by 3 February 2013 by 6:00 p.m. Apart from this he shall also be required to install PA System at different places as required. Instructions for installation such PA System shall be given to him six hours before it is required and the contractor has to provide the same within stipulated time. After completion of job, the contractor must seek for the completion certificate from each Hall-in-Charge mentioned therein the date and time of completion of job and get it countersigned by AD/DD (Exh.). Contractor should take such order in writing from the officer of the NBT instructing for such installations of PA Systems without which the payment may not be made.

**Penalty**

4. EMD and performance Security amount shall, however, be liable to be forfeited if the contractor either fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications. If the successful contractor backs out after award of the contract, Earnest Money Deposit and Performance Security both are liable to be forfeited.
5. The contractor shall deploy one technically qualified person in each hall to monitor the work of installed PA System who shall report to the Officer-in-Charge of the Hall and to DD (Exh.) both. In case, suitable or required number of persons are not deployed then penalty of 20% on total bill shall be imposed on contractor.
6. It shall be the duty of the contractor to ensure that all electrical / PA System installed are properly checked and ready during the inaugural function and other programmes/seminars etc. If any problem occurs during the programme i.e. speaker/mike not working or recording is not being done, disturbance in the sound, etc, 40% penalty on the total bill per programme shall be imposed since it tarnishes the image of the Trust.

7. In case of failure to complete the job in time, NBT shall impose a penalty of Rs. 10,000 per hour apart from legal action, which the Trust may deem fit. The contractor may also be blacklisted for future work. In such situation NBT shall have the right to make alternate arrangement for completion of work through some other contractor of its choice. In that event the entire cost so incurred by the NBT for getting the work from other contractor will have to be borne by the original contractor and such amount shall be deducted from the bill/Performance security/EMD amount of the original contractor.
8. In the event of items not being in required quantities or specifications, penalty of 20% of the quoted rate of the component and 10% on total bill will be imposed.
9. Income tax shall be deducted at source as applicable under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure**, without which the tender is liable to be rejected.

**PARAMETERS FOR EXECUTING THE WORK (QUALIFICATION CRITERIA)**

1. The firm should be registered and should have existence of at least 5 years.
2. The firm has to declare the Company profile such as partnership/ proprietorship/Memorandum & article of Association of the company.
3. The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies or Non-Government Organization of similar nature for 5 years and had successfully completed work of similar nature and magnitude. A copy for documents in support of their claim should be enclosed.
4. Certified copy of Income tax returns for last 3 years (2009-10, 2010-11 and 2011-12).
5. Attested copy of Registration.
6. Attested copy of Service tax return.
7. Attested copy of PAN card.
8. The Company should not have been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization.
9. Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the tender document on plain paper.
10. The turnover of the firm for last three years should not be less than **08 (Eight) Lakhs** each continuously for the preceding three years.

**NEW DELHI WORLD BOOK FAIR, 2013  
4-10 FEBRUARY 2013 AT PRAGATI MAIDAN, NEW DELHI**

**INSTALLATION OF PUBLIC ADDRESS SYSTEM, ON HIRE BASIS, IN  
HALL NOS. 1 TO 7, 12, 12A, 14, 18, LAL CHOWK THEATRE AND OTHER  
PLACES OF ITPO AS PER REQUIREMENT**

**PROFORMA**

<b>S.No</b>	<b>Description of work</b>	<b>Approx. Qty</b>	<b>Rent per unit per day (Rs.)</b>	<b>Total rent (inclusive all taxes) (Rs.) for entire duration per unit</b>
1	General PA system, including equipment, wiring and installation of amplifier of 100 to 250 watts in Hall Nos.1-7, 12, 12A, 14 & 18 and other places of ITPO as per requirement. The system should be of the following brands/make : a) Bosch b) Bose c) Philips d) JBL e) Ahuja  The rates should be quoted for each brand separately.	18		
2	Speakers of 15 to 20 watt with LMT of the following brands/make : a) Bosch b) Bose c) Philips d) JBL e) Ahuja  The rates should be quoted for each brand separately.	225		
3	CD Player with music CD's of branded make	3		
4	Microphone with low intensity of 600 Ω. a) With Cord b) Cordless	20 10		

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5	<p>Complete PA system for various functions including installation, operations etc. (Speakers, columns, amplifier, microphone with facility of recording) per day as per the above specifications at SI No.1</p> <p>a) Bosch b) Bose c) Philips d) JBL e) Ahuja</p> <p>The rates should be quoted for each brand separately. a) Rates per day b) Rates per programme</p>	50 Programmes approx..		
6	<p><b>Light &amp; Sound</b></p> <p>Complete PA system for various functions at Lal Chowk Theatre ncluding installation, operations (Speakers, columns, amplifier, microphone with facility of recording) per day as per the above specifications at SI No.1</p> <p>a) Monitors b) Tops c) Bass d) Amplifier e) Audio Mixer f) Channels g) Effect Rack h) Cables Ext</p>	<p>4 4 2 1 1 24 1 1</p>		
7	Lights Par-64	24		
8	Lights Led Par	12		
9	Lights Moving hade	8		

\* The PA system in general should adequately cater to hall sizes

Date:  
Place:

Signature:  
Name:  
Address:  
PAN :

I/We undertake to abide and be bound by the terms and conditions of the tender/contract.

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**List of documents submitted along with the tender:**

1. The firm has to declare the Company profile such as partnership/ proprietorship/Memorandum & article of Association of the company.
2. The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies or any Non-Government Organisation of similar nature for 5 years and had successfully completed work of similar nature and magnitude. A copy for documents in support of their claim should be enclosed.
3. Certified copy of Income tax returns for last 3 years (2009-10, 2010-11 and 2011-12).
4. Attested copy of Registration.
5. Attested copy of Service tax return.
6. Attested copy of PAN card.
7. The Company should not have been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization.
8. Specimen Signature, Name, Address, Contact No., designation/capacity of the person signing the tender document on plain paper.
9. The turnover of the firm for last three years should not be less than **08 (Eight) lakhs** each continuously for the preceding three years.

Signature of the Tenderer  
with Official seal,  
Tel. No. and date:

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**Application Form**

**National Book Trust, India**  
**Nehru Bhawan,5, Institutional Area, Phase-II, Vasant Kunj**  
**New Delhi – 110 070**

From

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To  
 The Director,  
 National Book Trust, India  
 New Delhi – 110 070

Tender No.

Dated:

**Sub. : Submission of Tender for installation of public address system, on hire basis in Hall No. 1 to 7, 12, 12A,14, 18, Lal Chowk Theatre and other places of ITPO as per requirement for New Delhi World Book Fair, 2013.**

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to National Book Trust. I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of service and in case of any dispute; the decision of the Director National Book Trust shall be final and binding on me/us.

A Demand Draft No./Cash Receipt no. of NBT, if deposited in cash \_\_\_\_\_ Dated \_\_\_\_\_ drawn on \_\_\_\_\_ intended for the prescribed amount in favour of National Book Trust, payable at New Delhi is enclosed as earnest money, as desired. I fully understand that in the event of my/our tender being accepted, you shall adjust this earnest money in performance security deposit payable by me/us for the faithful and satisfactory execution of the contract.

My/our PAN no \_\_\_\_\_ and Service tax no \_\_\_\_\_.

I/We shall have no claim to the refund of earnest money/Performance Security prescribed against this tender in the event of my/our non compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

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I/We further understand that my/ our earnest & performance guarantee money shall stand forfeited in case of unsatisfactory services/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity.

My/our tender shall remain valid for a period of 120 days from the last date prescribed for submission of the tender against the above-mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration

I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unconditional acceptance.

Thanking you,

Yours faithfully,

Place  
Date

Name  
Signatures with stamp  
& Full Address

(Initial of Tenderer with Rubber Stamp)



**TENDER FORM - I TECHNICAL INFORMATION AND UNDERTAKING**

**Contractor must provide the documents according to the prescribed serial order as stated below :**

(Delete whichever of the following is not applicable before submitting the NIT or prepare a fresh format. Tenderer may use separate sheet wherever required)

1. Name of the Tenderer/Concern
2. Nature of the concern  
(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organisation)
3. Present Address
4. Permanent Address
5. Earnest Money Amount :
6. DD No. & Date, Name of the bank/cash receipt no. of NBT, if deposited in cash.
7. Permanent Account Number
8. Copies of the service tax returns for the last three years
9. Whether each page of NIT and its Annexure have been signed and stamped.
10. Proposed date to start work **2 February 2013.**
11. List of Major Customers may be given on a separate sheet and proof of satisfactory execution of work.
12. Proof of the last three years' turnover of the firm, which should not be less than **08 (Eight) Lakhs** each continuously for the preceding three years.
13. Whether copies of authenticated balance sheet for the past three years enclosed.
14. Experience certificate of supplier covering execution to various State Govt./Central Government, PSUs or Non-Governmental Organization of similar nature.
15. The Supply Order from the concerned Unit/Deptt. should be submitted, in support of the experience.

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16. Declaration in Affidavit on Non Judicial Stamp Paper of Rs.10/- duly countersigned by Notary that they have not been banned or debarred by any Govt./Quasi Government Department or PSUs & all documents/information submitted by them are genuine and correct (in enclosed format).
17. Any other information important in the opinion of the tenderer.

**UNDERTAKING**

1. I/we undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the NBT and shall abide by them.
2. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

(Signature of the tenderer with stamp of the firm)

Date

Place

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